

## MEDICAL-TECHNICAL SPECIALIST: PEDIATRIC CARE

**Mission:** Advise the Incident Commander or Section Chief, as assigned, on issues related to pediatric care.

Position Reports to: <b>Incident Commander</b>		Command Location: _____
Position Contact Information: Phone: ( _____ ) _____ - _____		Radio Channel: _____
Hospital Command Center (HCC): Phone: ( _____ ) _____ - _____		Fax: ( _____ ) _____ - _____
Position Assigned to:	Date: / /	Start: ____:____ hrs.
Signature:	Initials:	End: ____:____ hrs.
Position Assigned to:	Date: / /	Start: ____:____ hrs.
Signature:	Initials:	End: ____:____ hrs.
Position Assigned to:	Date: / /	Start: ____:____ hrs.
Signature:	Initials:	End: ____:____ hrs.

Immediate Response (0 – 2 hours)	Time	Initial
<p><b>Receive appointment</b></p> <ul style="list-style-type: none"> <li>• Obtain a briefing from the Incident Commander on:               <ul style="list-style-type: none"> <li>○ Size and complexity of the incident</li> <li>○ Expectations of the Incident Commander</li> <li>○ Incident objectives</li> <li>○ Involvement of outside agencies, stakeholders, and organizations</li> <li>○ The situation, incident activities, and any special concerns</li> </ul> </li> <li>• Assume the role of Medical-Technical Specialist: Pediatric Care</li> <li>• Review this Job Action Sheet</li> <li>• Put on position identification (e.g., position vest)</li> <li>• Notify your usual supervisor of your assignment</li> </ul>		
<p><b>Assess the operational situation</b></p> <ul style="list-style-type: none"> <li>• Assess hospital pediatric staff availability and resources</li> <li>• Provide information to the Incident Commander regarding the pediatric staff situation including capabilities and limitations</li> </ul>		
<p><b>Activities</b></p> <ul style="list-style-type: none"> <li>• Meet with the Incident Commander, Operations and Planning Section Chiefs, and the Operations Section Medical Care Branch Director to plan for and project pediatric patient care needs</li> <li>• Verify with the emergency department leadership and report the following to the Incident Commander:               <ul style="list-style-type: none"> <li>○ Type and location of incident</li> <li>○ Number and condition of expected pediatric patients</li> <li>○ Estimated arrival time to hospital</li> <li>○ Any unusual or hazardous environmental exposure</li> </ul> </li> <li>• Provide pediatric care guidance to Operations Section Chief and Medical Care Branch Director based on incident scenario and response needs</li> <li>• Ensure pediatric patient identification and tracking procedures are implemented</li> <li>• Communicate and coordinate with the Logistics Section Chief to determine pediatric:</li> </ul>		

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<ul style="list-style-type: none"> <li>○ Medical care equipment and supply needs</li> <li>○ Medications with pediatric dosing</li> <li>○ Transportation availability and needs (carts, cribs, wheel chairs, etc.)</li> <li>● Communicate with the Planning and Logistics Section Chiefs to determine pediatric:             <ul style="list-style-type: none"> <li>○ Bed availability</li> <li>○ Ventilators</li> <li>○ Trained medical staff (MD, RN, PA, NP, etc.)</li> <li>○ Additional short- and long-range pediatric response needs</li> </ul> </li> <li>● Ensure that appropriate pediatric standards of care are being followed in all clinical areas</li> <li>● Collaborate with the Public Information Officer to develop media and public information messages specific to pediatric care recommendations and treatment</li> <li>● Participate in briefings and meetings, and contribute to the Incident Action Plan (IAP), as requested</li> </ul>		
<p><b>Documentation</b></p> <ul style="list-style-type: none"> <li>● HICS 213: Document all communications on a General Message Form</li> <li>● HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis</li> </ul>		
<p><b>Communication</b></p> <p><i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i></p>		

Intermediate Response (2 – 12 hours)	Time	Initial
<p><b>Activities</b></p> <ul style="list-style-type: none"> <li>● Transfer the Pediatric Care Medical-Technical Specialist role, if appropriate             <ul style="list-style-type: none"> <li>○ Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources and the role of external agencies in support of the hospital</li> <li>○ Address any health, medical, and safety concerns</li> <li>○ Address political sensitivities, when appropriate</li> <li>○ Instruct your replacement to complete the appropriate documentation and ensure appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A)</li> </ul> </li> <li>● Assist the Operations Section Medical Care Branch Director to determine those pediatric patients that are best served by pediatric specialty units and those that should be considered for transfer to other areas of the hospital or other hospitals</li> <li>● Assist the Staging Manager and Liaison Officer to prioritize the transfer for selected pediatric patients as required, including coordination with destination hospitals and transportation resources for optimal care</li> <li>● Continue to communicate and coordinate with the Logistics Section Chief on the availability of pediatric equipment and supplies including but not limited to isolettes, beds, nutrition, supplies, and medications</li> <li>● Seek, if applicable, treatment guidance for how pediatric patients with specialty needs can be cared for pending transfer</li> <li>● Coordinate with the Logistics and Planning Section Chiefs to expand or create a pediatric patient care area, if needed</li> <li>● Establish a meeting schedule with the Incident Commander or Operations Section Chief for updates on the situation regarding hospital operational and pediatric needs</li> </ul>		

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<ul style="list-style-type: none"> <li>Maintain regular communications with the Operations Section Medical Care Branch Director to co-monitor the delivery and quality of medical care in all patient areas</li> </ul>		
<b>Documentation</b> <ul style="list-style-type: none"> <li>HICS 213: Document all communications on a General Message Form</li> <li>HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis</li> </ul>		
<b>Communication</b> <i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i>		

Extended Response (greater than 12 hours)	Time	Initial
<b>Activities</b> <ul style="list-style-type: none"> <li>Transfer the Pediatric Care Medical-Technical Specialist role, if appropriate                             <ul style="list-style-type: none"> <li>Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital</li> <li>Address any health, medical, and safety concerns</li> <li>Address political sensitivities, when appropriate</li> <li>Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see forms 203, 204, 214 and 215A)</li> </ul> </li> <li>Ensure the provision of resources for pediatric behavioral health and appropriate event education for children and families</li> <li>Continue to ensure pediatric-related response issues are identified and effectively managed</li> <li>Meet regularly with the Incident Commander or Operations Section Chief to update them on the current status and conditions</li> </ul>		
<b>Documentation</b> <ul style="list-style-type: none"> <li>HICS 213: Document all communications on a General Message Form</li> <li>HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis</li> </ul>		
<b>Communication</b> <i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i>		

Demobilization/System Recovery	Time	Initial
<b>Activities</b> <ul style="list-style-type: none"> <li>Transfer the Pediatric Care Medical-Technical Specialist role, if appropriate                             <ul style="list-style-type: none"> <li>Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital</li> <li>Address any health, medical, and safety concerns</li> <li>Address political sensitivities, when appropriate</li> <li>Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A)</li> </ul> </li> </ul>		

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<ul style="list-style-type: none"> <li>• Participate in other briefings and meetings as required</li> <li>• Submit comments to the Incident Commander on lessons learned and procedural or equipment changes needed</li> <li>• Submit comments to the Planning Section Chief for discussion and possible inclusion in an After Action Report and Corrective Action and Improvement Plan. Topics include:             <ul style="list-style-type: none"> <li>○ Review of pertinent position activities and operational checklists</li> <li>○ Recommendations for procedure changes</li> <li>○ Accomplishments and issues</li> </ul> </li> <li>• Participate in stress management and after action debriefings</li> </ul>		
<p><b>Documentation</b></p> <ul style="list-style-type: none"> <li>• HICS 221: Demobilization Check-Out</li> <li>• Ensure all documentation is submitted to the Planning Section Documentation Unit</li> </ul>		

<b>Documents and Tools</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> HICS 203 - Organization Assignment List</li> <li><input type="checkbox"/> HICS 204 - Assignment List</li> <li><input type="checkbox"/> HICS 213 - General Message Form</li> <li><input type="checkbox"/> HICS 214 - Activity Log</li> <li><input type="checkbox"/> HICS 215A - Incident Action Plan (IAP) Safety Analysis</li> <li><input type="checkbox"/> HICS 221 - Demobilization Check-Out</li> <li><input type="checkbox"/> Hospital Emergency Operations Plan</li> <li><input type="checkbox"/> Incident Specific Plans or Annexes</li> <li><input type="checkbox"/> Pediatric care guidelines</li> <li><input type="checkbox"/> Hospital organization chart</li> <li><input type="checkbox"/> Hospital telephone directory</li> <li><input type="checkbox"/> Telephone/cell phone/satellite phone/internet/amateur radio/2-way radio for communication</li> </ul>